

Wiveliscombe
PRIMARY SCHOOL



School Prospectus



Head Teacher
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Contact Details

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Welcome



From the Headteacher

I am delighted to welcome you to our wonderful school. Our aim is to provide the highest academic standards in a safe and caring environment, where our children will develop a love of learning to last throughout their lives.

The exciting curriculum will broaden their horizons, giving them a greater sense of themselves and their role in the community.

Our children will feel cared for and secure in a happy learning environment, have good self-esteem and develop spiritually and morally throughout their time at school.

Through strong relationships between home and school, our children will thrive and achieve their very best in all aspects of their learning.

Please telephone if you would like a visit to the school. We look forward to welcoming you.

A handwritten signature in black ink that reads 'Lucy Crowe'.

Lucy Crowe
Headteacher

The School

Wiveliscombe Primary School serves the small rural town of Wiveliscombe, which is approximately 11 miles west of Taunton and is close to the Devon/Somerset border. The school was built in 1876 and is housed in its original Victorian buildings, with a number of more recent buildings. It has listed building status and the classrooms are large, bright and welcoming. The school boasts extensive grounds where students enjoy Forest School and other outdoor pursuits. Please see the gallery on the website to view our wonderful facilities.

Wiveliscombe Primary School (including the provision at The Paddocks Nursery and Pre-School, which is managed by the school on a nearby site) caters for children between the ages of 0 and 11.

Wiveliscombe Primary School forms strong links with the wider community. We welcome the interest and support of parents in all aspects of school life. We will strive to keep you well informed about your child's education, developing an effective partnership between home and school. The school is well supported by the PTFA and the governing body.



Our School Mission

At Wiveliscombe Primary School we aim to:

Ensure outstanding teaching and a culture of high expectations and high attainment where all of our children reach their full potential and take pride in their achievements.

- Create a safe and stimulating environment, providing a learning experience which meets the needs of all
- Enable children to develop as independent, motivated learners with creative, enquiring minds
- Provide good examples that children will use as a reference for positive behaviour
- Encourage children to care for and respect themselves, others and the local community

Our school will be recognised for:

- Its welcoming, positive ethos where all children are happy and thrive at school
- High academic standards
- Artistic, sporting achievement and consideration towards others and their needs throughout the world

Our children will:

- Feel cared for and secure in school
- Be proud of their school and their personal contributions to its success and wider community
- Have good self-esteem and confidence in their individual strengths
- Be aware of their role in the wider community

Excellent behaviour and respect will be instilled in our children throughout the curriculum and through the role models set by all members of staff. We will apply our Behaviour Policy in a consistent manner.



Our School Values

Enjoyment &
Empathy

Thinking

Collaboration

Creativity



Individuality

Aspiration

Resilience

Independence

Starting School

To help children settle smoothly into school a “staggered entry” is operated. This usually involves the children starting school for the first few weeks of the term on a half-day basis. By half term most of the children will be attending full time. There is some flexibility with our entry arrangements depending on the individual child.

We invite parents to a meeting in the Summer Term before the children start in the September. Your child will also be invited into school during the second half of the Summer Term to enable him/her to meet their new teacher. These meetings provide an opportunity for you to tell us anything about your child that will help us to care for him/her. It is an anxious time for parents therefore we would like to reassure you of our desire to ensure a smooth entry to school.

It would be helpful if all children, before starting school, were able to:

- Do up their shoes
- Zip up and undo an anorak or coat
- Button a shirt or blouse
- Handle a knife, fork and spoon
- Use the toilet without assistance
- Understand and follow simple, verbal instructions

In Year Admissions

Sometimes children join the school when the term has started or later on in their school life. We make every effort to ensure that they are welcomed, looked after and monitored so that they quickly make friends and can find their way around the school.

Teachers give pupils time to settle in before making an assessment of their academic ability. This assessment, together with records from the previous school, will enable your child to have the best start in our school.



The School Day

School Session Times

Mornings	8.45am – 12.00pm (registration closes at 9am)
Afternoons	12.50pm – 3.15pm

The children also have the following break time:

10.15am – 10.30am (KS1)

10.30am – 10.45am (KS2)

Hours spent on teaching during the week

The school has a Curriculum Framework. This document sets our long-term planning including teaching time allocations for all areas of the curriculum.

Total teaching time per week, and breaks, is 21 hours 55 minutes for KS1 and 23 hours 30 minutes for KS2.

(DCFS recommended minimum- KS1- 21 hours, KS2- 23½ hours)



Curriculum

The Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others.

There are seven areas of learning and development in the Foundation Stage; they are all important and interconnected.

There are three prime areas:

- Personal, social & emotional development
- Communication & language
- Physical development

There are four specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

Our teachers work hard to ensure the curriculum is as stimulating and exciting as possible, so that children enjoy learning and are inspired to be lifelong learners



Young children who cannot read or write often express their ideas and feelings through play. It is an important way of developing new skills and building up relationships with other children both individually and in groups. Reading is taught through reading schemes supplemented with a wide range of other books. We follow a structured approach to the teaching of phonics. Books are organised in a graded way to allow children many opportunities for consolidation of key vocabulary. We are always pleased to discuss ways in which parents can help their child at each stage at their reading development.

National Curriculum

Throughout the school, children follow the National Curriculum, as in all state schools. This means that they follow nationally agreed programmes of study in Maths, English, Science, Computing, Art, Music, PE, History, Geography, Design Technology and the Somerset agreed syllabus for Religious Education. Much teaching and learning is cross curricular in nature. We aim to provide a stimulating, creative, broad and balanced, uninterrupted learning journey for all children as they progress through the school.

We aim to make all children feel secure and confident within the school environment and to develop a sense of achievement through learning, finding to be a pleasurable and rewarding experience.



Outdoor Facilities

The outdoor environment is also a very special part of the Foundation Stage curriculum. As such it is carefully planned for and available each day. The reception class has its own specially modified outdoor area. The teaching to achieve these early learning goals will be through first-hand experience and structured play. The areas of experience will be linked to the National Curriculum. The teacher and teaching assistant will keep records on children's experiences and attainments with assessments of development and learning needs throughout the school year. We encourage children towards reading, communication and mathematical skills from the very beginning. Much of this earlier learning is achieved through carefully structured play.



As well as working as a whole class, children are encouraged to work both independently and collaboratively in groups of similar ability for differentiated tasks. Children progress through the age related expectations of the National Curriculum at their own pace. Progress is assessed by the teachers and is also monitored by national assessment.

The curriculum is broad and balanced and provides for the academic, moral, physical, creative, personal and social development of every child.

In our school we plan our curriculum so that all children become:

- Successful learners who enjoy learning, making progress and achieving
- Confident individuals who can live safe, healthy and fulfilling lives
- Responsible citizens who make a positive contribution to society

For this to take place the children must:

- Become involved within things that interest them
- Be active in their learning

Staff & Governors

For an updated list of staff members, please refer to our school website.

The Governing Body of the school is made up of people from a variety of backgrounds some of whom are parents. The school governors comprise of a group of individuals, who are elected, nominated or co-opted and are representative of parents, teachers and the local community.

The Headteacher is responsible for the day-to-day educational direction of the school, whilst the Governors are involved, with the Headteacher, in long term strategic and policy decisions. They have specific responsibility for the financial management of the school.

If you would like to be a School Governor, please contact the school office to find out about any vacancies.

A full list of current governors can be found on our website.

School Uniform

Uniform is worn at Wiveliscombe Primary School and children are encouraged to take pride in their appearance. It is important that all items are clearly labelled with the child's name. The school cannot be held responsible for any lost property. If your child loses any personal items she/he is requested to report it to their class teacher in the first instance.

Enquiries about lost property not found in class can be made to the school office. We do not wish your child to wear jewellery in school. However, any child who has pierced ears may wear sleepers or studs, but they must be removed for PE, Forest School, extracurricular sports clubs and swimming to avoid the possibility of the item becoming caught and causing an injury to the wearer or another child.

All children are expected to wear the school uniform, as detailed below, and that their dress, including hair style, is appropriate to the school environment. Pattern or colour applied to hair is not appropriate.

The school uniform is as follows and is available at South West Schoolwear in Taunton

Further information regarding school uniform can be found on our school website and in our uniform policy.

Extra-curricular Activities

Wiveliscombe Primary School is committed to offering a rich source of learning and an essential part of our pupils learning at school are the day visits, residential visits and visitors to school. However, there are times when the cost cannot be borne solely by the school and voluntary contributions will be requested to ensure that the activity takes place.

These might include excursions or educational visits or specialist visitors to school.

Parents will be informed by letter if contributions are requested.



Before / After School Club

Wiveliscombe Primary School offers a Before School Club for pupils between 8.00am and 8.35am. Information about the club is available from the School Office.

Premier Sports offer an after-school facility between 3.15pm and 6.00pm which includes a range of activities and an after-school snack. Please contact Premier Sports directly for more information: www.premier-education.com

After School Activities Club List

The school runs several extra-curricular activities and clubs that take place during and after the school day. These can include activities such as singing, art, computer, gardening and sporting activities such as football and dance. Please see the school newsletter for up-to-date information. These clubs are run by members of staff and specialist outside agencies. Details of clubs being offered are distributed to pupils at the end of every term for the next term. Pupils are encouraged to return their 'interest' slips as soon as possible to the school office as spaces are limited. Clubs run by outside agencies include dance and sport and sometimes require payment (directly to the Club Leader).



The Parent, Teacher and Friends Association

Our school benefits enormously from the Parent, Teacher and Friends Association. You are automatically a member, and PTFA members are actively involved in all aspects of school life and do a magnificent job in raising funds for the benefit of our children through a programme of enjoyable community events such as our Summer Fair. There are an AGM and meetings which are advertised on newsletters and our website. Please feel free to come along, you will be warmly welcomed.

Additional Information

Term Time Holiday

Since 1 September 2013, parents are no longer able to apply for leave of absence for their children (5 years or older) for the purpose of a family holiday during term time. The new regulations state that leave of absence during term time may only be granted by the Headteacher if there are exceptional circumstances (for full details please refer to our school website for the attendance policy).

The Fixed Term Penalty Notice fees are currently set at £60/£120 per parent per child.

Absence

If your child is ill and will not be attending school, parents are required to telephone us before 9.00am and advise of the reason for absence. The school administrator will be checking the registers each morning and if an explanation for a child's absence has not been received by 9.00am, she will telephone the parent to confirm the reason for the child's absence. To help us minimise the extra administrative time this involves, we would be grateful if you could ensure you telephone school by 9.00am.

Safeguarding

As a school we have a duty under section 26 of the Counter-Terrorism and Security Act 2015 to prevent pupils from being drawn into terrorism. Our role and responsibilities under this Act are detailed in our Safeguarding Policy which is available to view on our website. As a school we promote British values and ethos.

Our aim at Wiveliscombe Primary School is to:

- Contribute significantly to pupils' spiritual, moral, social and cultural development
- Provide a worthwhile educational experience which takes account of pupils' age, aptitude and family background
- Provide opportunities for staff, pupils and members of the wider community to contribute to the life of the school.

The designated Child Protection Officers in our school are the Headteacher, Mrs L Crowe (Designated Safeguarding Lead) and Mrs E Dickinson and Mrs L Chesterfield (Deputy Safeguarding Lead).

Anti-Bullying Policy

Children are encouraging to report bullying. The school always acts swiftly with the process of investigation, communication and action. Bullies will not be tolerated.

School Security

The school provides a safe, secure environment where children and adults can work effectively. No visitor can enter the school unless let in by a member of staff. We appreciate your support in keeping access to the building restricted. We only let children leave school with their parents or an adult that the parents have nominated to bring or collect their child. Please let us know if a different adult is collecting your child. Children are never allowed to leave school alone during school hours, and if they do, they must be collected by an adult and signed out. Visitors, volunteers and students must only enter through the main entrance and after signing in at the office window and acknowledging our statement regarding "Safeguarding".

First Aid/Medical

In school there are always trained members of staff who volunteer to oversee first aid. There are a number of first aid kits situated around school.

When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book
- For head injuries a head note is issued

If there is any doubt at all a parent is contacted. The policy is that members of staff will not give medicines as a matter of course, but in the case of a pupil needing medication during the day parents are welcome to come into school to administer correct dosages. For the majority of medicines, a dose before and after school may be adequate. Naturally parents will consult doctors before giving any form of medication.

Medical Care

If your child is unwell at school, we will make every effort to contact you. It is very important that we have up to date home/work telephone numbers or other contact numbers. Until we have contacted you, we will take any action required in the interest of your child. Children are not allowed to carry or administer their own medication in school, with the exception of asthma inhalers and treatment for diabetes. In the event of an accident, appropriate First Aid will be given. In the case of more serious accidents, we will contact you as soon as possible. We will always inform you if your child suffers a knock to the head, even if there are no apparent symptoms. Whilst at school, children are given routine vision tests in Reception and a hearing test in Year 2.

Teacher Assessment

Your child's teacher is constantly assessing her/him throughout the whole school year. This enables teachers to know how to modify the learning activities to meet the individual needs of each child. Each term year teacher is requested to make a teacher assessment of the academic level achieved by your child. These Teacher Assessments give a broader view of your child in a less formal situation and plot your child's progress throughout the year.

School Performance

Standard Assessment Tests (SATs) - for Year 6 only. Children in Year 6 take the KS2 National tests. The assessments and tests take place in the Summer Term. The KS2 SATs adhere to a strict timetable of one week. Year 1 children will undertake a National Phonics Test to check their progress. Pupils in Year 4 will sit the Multiplication Check Test. Parents are informed of their own child's assessment results in the annual report, which is sent out in Summer Term.

Homework

Wiveliscombe Primary School has a policy of providing home learning opportunities that are enjoyable, manageable and interesting. We feel that children of primary school age should have time after school in which to pursue their own interests and hobbies and to play. However, it will be very beneficial to your child if you can regularly spend 20 minutes daily, helping them, for instance, by listening to them read or reading with them. As children become older and progress through the school, we hope you will also help them to learn number bonds (e.g. multiplication tables) and spellings.



Concerns

Teachers will always be pleased to spare a few moments if you wish to discuss issues relating to a child. If parents prefer a longer discussion with the teacher, this can be arranged at a more convenient time. Parents' evenings are arranged in the Autumn Term and Spring Term when children's progress is discussed. All children receive an end of year report from their teacher in July. An opportunity to discuss the report will also be available. Each term parents are advised about the curriculum content so that they can support their child's learning. It is important that the school is kept informed of any important changes that may affect a child. The school must be notified of any medical, physical or emotional difficulties and changes of address, telephone number, contact/childminder, etc. Our aim is to provide equal opportunities for all children. We recognise how important it is for each individual to have a positive perception of their role in life and the possibilities open to them.

Special Provision/Inclusion

The school has carried out an accessibility audit and is confident about meeting the needs of all pupils here. We provide toilet facilities, a shower, wide corridors and easy access to all school rooms and to all aspects of school life; as far as is reasonable and practicable.

Wiveliscombe Primary is an inclusive school. We aim to provide the most appropriate and effective support for our pupils with Special Educational Needs, enabling them to reach their full potential. This may include extra support with reading, spelling, language work, mathematics, co-ordination or developing their social skills.

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally we find that a child does not make the progress we expect. If this were the case, parents would be consulted and appropriate steps to support the child would be taken.

An Individual Education Plan (IEP) may be made with individual targets, review dates and ideas to help parents to support their child at home. If targets continue not to be met, outside agencies such as Educational Psychologists, Speech and Language Therapists or Behaviour Specialists may be called upon for extra support.

Physical Ability

Children are identified through teacher assessment and judgements based on a variety of assessments. Our assessment procedures will identify children of very high ability and work will be planned to meet the learning requirements of these children. Children with particular abilities may also need special provision. At all times the needs of the children, whatever their ability, are catered for through careful differentiation and task. If a child takes part in an activity out of school in which they excel, we are delighted to hear about it.

Mealtimes Provision

We provide hot meals and a picnic option to all pupils in our school- all meals are cooked off site. Key stage 1 pupils (Reception, Year One and Year Two) are entitled to lunch under the Universal Free School Meal provision. Key stage 2 meals are available and are able to be booked and paid for online.

Any children who have particular dietary requirements or allergies can be catered for.

Photographing & Videoing

Parents' consent to school taking photographs by signing a permission slip upon entry to school and unless we hear from you, we will assume that you agree to photos being taken of your child. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

Once a child starts at our school you will be asked to complete a 'photo consent form' and 'permissions' form to agree that your child may be included in photographs for publication in our newsletters, on our website or within the school premises.

Healthy School & Eco School Status

We are working towards our healthy school and EcoSchool status and encourage children to walk, cycle or ride their scooters to school. We have a rack to store cycles and scooters safely (at the owner's risk).



Behaviour Policy

Our Behaviour Policy:

- Positively promotes socially acceptable behaviour; ensures a safe, calm and caring atmosphere in school
- Ensures consistency and fairness, setting high expectations for all
- Enables pupils to develop social skills and the ability to choose between right and wrong
- Creates an ethos where all members of the school community, children and adults, feel valued and supported

When children start school they are made aware of a few common sense rules and are expected to act within these rules at all times, to ensure the smooth running of the school.

If children do not act as we expect, a variety of sanctions may be used. These will range from a verbal reprimand to, in extreme cases, exclusion from school.

High Expectations

The broad, balanced and creative curriculum will stimulate your child to acquire knowledge and develop individual skills. Children's achievements are celebrated and everyone enjoys success and praise regularly during their time in school. We encourage children to become independent and confident in both their work and social development. The children are taught by their own class teacher in mixed ability classes with children of the same age. The staffing complement for each class is a fully qualified teacher and at least one trained teaching assistant.

The classroom is fully furnished and equipped with the highest quality learning resources.

The class teacher will get to know your child very well and will be pleased to involve you in their life at school. Children make progress at their own rates and in their own ways. It is important to value them as individuals and to provide learning opportunities that will build on their strengths and overcome any areas for development.

Complaints

We hope that any complaint that a parent has can be resolved by the school. Any complaints should, in the first instance, be made to the Class Teacher or Headteacher. It is hoped that in most cases complaints can be dealt with at this informal level. If this is not successful there is an agreed Local Authority (LA) Complaints Procedure that will be followed (contacted via the school office).

General Data Protection Regulations (GDPR)

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the General Data Protection Regulations 2018. This means, among other things, the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on. The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Authority (LA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements. The Local Authority maintains and uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational or welfare needs the pupil may have, and targeting resources to pupils. It also uses the information to derive statistics to inform decisions on (for example) the targeting of financial resources to schools, and to assess the performance of schools and help them set targets. The statistics are used in such a way that individual pupils cannot be identified from them.

Severe Weather Conditions

If the decision is made not open school as a result of deteriorating conditions overnight, a text message will be forwarded. A message will also be placed on the school website. If you anticipate difficulties collecting your children later in the day due to weather conditions, please come early and collect them from school or telephone us to advise alternative arrangements.

The Headteacher, Senior teacher or other authorised staff will remain at school until all children have been safely collected by a responsible adult.

If worsening weather conditions indicate that children and staff may have difficulty getting home, every attempt will be made to contact you to ask you to come and collect children from school.

The school telephone will be "manned" where possible.

Your Child's Next School

At the age of eleven all children transfer to Secondary School. The local authority will send to parent's particulars of all the options open to them before they move.

In order to ease the transfer to Secondary School each child's abilities and progress are discussed with staff at the chosen school. Secondary School teachers visit our school and the children before they transfer.





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